NATIONAL SECURITY PERSONNEL SYSTEM SUPPLEMENT

Chapter 1

The Guide to Processing Personnel Actions

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1. Coverage.
This chapter:

- Provides an introduction to the Guide to Processing Personnel Actions, describes the Office of Personnel Management's authority with respect to reporting requirements associated with processing personnel actions, and describes the Office's authority to prescribe regulations relating to the establishment, maintenance, and transfer of official personnel folders

- Describes how to use the Guide

USOPM rules and procedures applicable to this chapter are not specifically waived or modified for civilian employees under the National Security Personnel System (NSPS) and will be followed in their entirety.

2. Index of Changes.
The following changes to *USOPM GPPA* Chapter 1, "*The Guide to Processing Personnel Actions*", are required for processing actions under the DoD National Security Personnel System (NSPS).

2.1 Job Aid, "How to Use a Decision Logic Table"

3. Summary of Changes.
The following paragraphs, job aids, and tables of *USOPM GPPA* Chapter 1, "*The Guide to Processing Personnel Actions*" are modified or waived as indicated below.

3.1 Page 1-15 through 1-16, **Job Aid, "How to Use a Decision Logic Table"**, is replaced in its entirety.

4. Disposition.
Retain with corresponding GPPA chapter until superseded. File this supplemental flysheet in front of the *USOPM GPPA* Chapter 1.

	NATIONAL SECURITY PERSONNEL SYSTEM
Chapter 1	
Job Aid	
How to Use a Decision Logic Table	

Charts instead of paragraphs.

Most of the instructions in this **Guide** are in the form of Decision Logic Tables. A Decision Logic Table gives you instructions in the form of a chart rather than in the form of a paragraph. Some Decision Logic Tables will help you select information which must be put on the Standard Form 50, Notification of Personnel Action.

Rules on a Decision Logic Table.

It is easier to make a decision with a Decision Logic Table because all the conditions you must consider are shown in separate boxes. A sentence in a Decision Logic Table is called a "rule." Each rule shows conditions which must be considered, their relationships to each other, and the decision or appropriate instructions.

Reading the rules.

The Decision Logic Tables used in this Guide are read across (horizontally). To read a Decision Logic Table, look at the caption for column A, the entry for the rule in column A, the caption for column B, the entry for the rule in column B, etc., until you have read across the entire table.

For example, look at the chart below. Rule 1 reads, *"If the appointment is based on"* a certificate issued under DoD competitive examining procedures *"And employee is"* not on (your) agency rolls, *"Then Nature of Action is"* a Career Appt.

R U L E	A	B	C
	If the appointment is based on	**And employee is**	**Then Nature of Action is**
1	Selection from certificate issued under DoD competitive examining procedures	Not on agency rolls	Career
2	Reinstatement (based on current or previous appointment which conferred competitive status)	Not on agency rolls	Reins-Career
3		On agency rolls	Conv to Reins-Career

How to Use a Decision Logic Table, continued
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Look at the chart below to read rule 2. To make it easier to follow, parts of rules 1 and 3 have been blocked out. Rule 2 reads, *"If the appointment is based" on* the reinstatement of a person who has or has previously had an appointment that conferred competitive status), *"And the employee is"* not on (your) agency rolls, *"Then Nature of Action is"* Reins-Career. Notice that you begin to read each rule with the heading for the first column (A).

R U L E	A	B	C
	If the appointment is based on	And employee is	Then Nature of Action is
1			
2	Reinstatement (based on current or previous appointment which conferred competitive status)	Not on agency rolls	Reins-Career
3			

Look at the chart below to read rule 3. It reads, *"If the appointment is"* based on the reinstatement of a person who has or has previously had an appointment that conferred competitive status), *"And the employee is"* on (your) agency rolls, *"Then Nature of Action is"* Conv to Reins-Career. Because there is no new entry for rule 3 in the first column (A), use the last entry, which also is used for rule 2. Each new entry is separated from the preceding one by a horizontal line; if there is no new entry for a particular rule, read the last entry from the rule above. (Parts of rules 1 and 2 are blocked out to make it easier to read the rule.)

R U L E	A	B	C
	If the appointment is based on	And employee is	Then Nature of Action is
1			
2	Reinstatement (based on current or previous appointment which conferred competitive status)		
3		On agency rolls	Conv to Reins-Career